

## **ORANGE PUBLIC LIBRARY**

# **CONFIDENTIALITY OF LIBRARY RECORDS**

*Formerly known as "Responding to Third Party and Law Enforcement Requests"*

*Adopted by Orange Public Library Board of Trustees on January 28, 2008*

*Revised: 4/6/2016*

The legal custodian of records for the Orange Public Library is the Library Services Director. As the legal custodian of records, the Library Services Director is the person responsible for responding to any request for library records or information about a library user.

The circulation and registration records of the Orange Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Services Director or the Library Services Director's designated alternate.

Video surveillance recordings may be released to the Orange Police Department with the Library Services Director's approval, or their designee. Video surveillance requests from any other party or agency must be approved by the City Attorney's office.

The Library Services Director may designate one or more library employees to serve as persons responsible for responding to requests for library records or information about a library user when the Library Services Director is absent or unavailable.